

Planning Department
Office of Neighborhood Coordination (ONC)
600 Second St. NW, Rm. 120 (Basement)
Albuquerque, NM 87102
Phone: 924-3914
ORIGINAL FORM ONLY ACCEPTED



**MUST BE SUBMITTED WITHIN
SIXTY (60) DAYS FOLLOWING
YOUR ANNUAL MEETING MONTH
(per your by-laws filed in our
office). REPORT NEEDS TO BE
TYPED OR IN BLACK INK ONLY.**

YEARLY ANNUAL REPORT FORM FOR NEIGHBORHOOD, HOMEOWNER ASSOCIATIONS AND COALITIONS

NA/HOA/Coalition Name: _____

1. Date of Annual Meeting: _____

2. **PLEASE ATTACH NOTICE OF ANNUAL MEETING FOR ANNUAL REPORT
TO BE APPROVED (copy of flyer, newsletter, postcard, etc.)**

of notices prepared: _____ [] Hand Delivered [] Mailed [] Other _____

3. Number of dues-paying members: _____ (If your NA/HOA/COALITION doesn't
charge dues, please list the number of active members.)

4. **OFFICERS OF NA/HOA/COALITION ONLY**

NAME

ADDRESS (ZIP)

PHONE # (H/W/C)

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

5. Names, addresses, phone number(s) and e-mail addresses (if applicable) of **TWO
CONTACT PEOPLE** who will be placed on a list of association contacts and will
receive notifications from various City Departments, Developers and Liquor License
notification requests.

NAME

ADDRESS (ZIP)

PHONE # (h/w/c)

(1) _____
e-mail address: _____

(2) _____
e-mail address: _____

NA Website: _____ NA E-Mail: _____

**Please notify ONC ASAP of any changes for official notification by an officer of your
association either in writing –OR– an e-mail message to <dlcarmona@cabq.gov>. Your
association is responsible for the accuracy and timeliness of this information.**

6. Annual Report **must be** signed by at least three (3) officers –OR– will be returned for
additional signatures.

President

Vice President

Secretary

Treasurer

(below this line for ONC Use Only)

Report Checked by: _____

Dalaina L. Carmona, Senior Administrative Assistant, ONC

Date

Report Approved by: _____

Patrick Montoya, Division Manager, ONC

Date

City Councilor(s): _____

A.R.Form (01/01/10)